

Northern Indiana Workforce Board
&
Workforce Development Group, Inc.

Request for Proposal
(RFP)

Program Years August 1, 2006-June 30, 2008
Workforce Investment Act (WIA)
WIA Youth Services

Date Issued: June 2, 2006
Letter of Intent: June 9, 2006

Date Due: June 30, 2006 4:00pm Eastern Time

Deliver to:
Workforce Development Group, Inc.
401 East Colfax Avenue, Suite 307
South Bend, IN 46617

PROPOSALS MUST BE RECEIVED BY THE DUE DATE.
LATE SUBMISSIONS WILL NOT BE ACCEPTED.
U.S. POSTMARK WILL NOT BE ACCEPTED.

Bidders may download an electronic copy of this document at:
www.gotoworkone.com

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Section I

General Information

I. Request for Proposal Outline:

This Request for Proposal (RFP) is divided into Five (5) sections:

Section I consists of General Information involved in submitting a proposal and the process for selection of successful proposals. This section describes general and technical guidelines that must be followed when responding to the RFP.

Section II contains local policies and guidelines for programs operated with WIA Title I funds. Proposals must take into consideration these policies for program services delivery. These are policies currently enforced as approved by the Northern Indiana Workforce Investment Board, Inc. Local policies may be adjusted under the authority of the State Workforce Investment Board or the newly established Northern Indiana Workforce Board.

Section III of this RFP includes information about proposal format and a series of questions, both specific to the services being requested and open-ended aimed at soliciting information about the proposing agency and its proposed program(s). These questions help facilitate the evaluation of all proposals by providing a uniform structure and a common set of questions all agencies must answer. Please follow the format and reference the question number in your answer.

Section IV includes the required Forms and Budget Worksheets.

- Proposal Coversheet
- Job Description for WIA funded staff
- Drug-Free Workplace Certification
- General Guidelines for Budget Proposal and Worksheet
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, lower tier covered transactions

Section V includes a Glossary of Terms.

II. RFP Timeline:

RFP Release Date.....June 2, 2006

Letter of Intent.....June 9, 2006

Proposal Due Date.....June 30, 2006

Notification of Funding.....July 14, 2006

Programs Start Date.....August 1, 2006

Programs End Date.....June 30, 2008

III. Program Components

Workforce Development Group, Inc (WDG) is seeking an organization or organizations interested in providing a quality program of service delivery to youth under Title I of the Workforce Investment Act (WIA), a program under the policy guidance of the Northern Indiana Workforce Board (NIWB) in Elkhart, Fulton, Kosciusko, Marshall, and St. Joseph Counties. The selected provider of

these services will be required to maintain physical co-location within each of the WorkOne and WorkOne Express Centers throughout the Region2 workforce service area (wsa) for delivery of Workforce Investment Act Title I services to youth, and must participate in the system's Shared Resource Cost Allocation Plan.

Youth served must be ages 14 to 21, low income, and meet at least one of the following barriers to employment: school dropouts; basic skills deficient; individuals who are pregnant or parenting; individuals with disabilities, including learning disabilities; homeless or runaway youth; offenders. Five percent may be non-low-income if they have one or more of the specified barriers to employment. Current policy requires that 70 percent of the funds must be spent on older youth.

Please note the Workforce Investment Act is currently under reauthorization. The service provider selected must demonstrate knowledge of issues surrounding the reauthorization and adaptability to implement new WIA Youth program regulations.

Youth Services must be client-centered and provide assessment and service strategy to prepare for postsecondary educational opportunities or unsubsidized employment (as appropriate); strong linkages between academic and occupational training; and effective connections to intermediaries with strong links to the job market and employers. WIA-required program elements of youth programs should be noted, including tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention; alternative school services; adult mentoring; paid and unpaid work experiences, including internships and job shadowing; occupational skills training; leadership development opportunities; supportive services; follow-up services for not less than 12 months as appropriate; and comprehensive guidance and counseling.

Selection to be a provider does not guarantee specific quantities of WIA customers will be referred for services, but allows the opportunity to receive referrals as determined by need and benefit. The selected provider will be compensated based on a cost reimbursement schedule.

WDG serves as the Regional Operator and has direct oversight and management authority for WorkOne.

The bidder's youth service model must include the following services and systems:

1. Development of individual service strategies;
2. Preparation for employment, skill development, or postsecondary education;
3. Integration between academic and occupational learning;
4. Effective connections to employers;
5. Customized assessment methods and tools to assist participant in choosing the most suitable career path;
 - a. A process for orienting participants to the assessment process;

- b. Method for formulating and preparing an evaluative analysis;
- c. Established timeframes for administering assessments and reporting results;
- d. Mobility of assessment services;
- e. Certified staff to administer assessment testing;
- f. The use of WorkKeys and other State-mandated assessment tools e.g. TABE.

The selected service provider will manage resources and provide monthly reports to the Board through WDG describing how mandated federal, state and local performance measures and other system goals are being achieved.

Service providers should demonstrate an understanding of accountability measures under the current WIA authorization, as well as an understanding of the youth common performance measures articulated in TEGL 17-05.

Bidders will be expected to submit proposals that clearly demonstrate their understanding of youth services. This will include a well-conceived philosophy of youth services reflected in the provider's mission statement.

IV. Who Can Apply:

Proposers may be partnerships, governmental units, public agencies, business organizations, public or private not-for-profit corporations, faith based organizations, local educational agencies, post secondary organizations or private-for-profit corporations organized in accordance with Indiana and Federal laws.

V. Letter of Intent:

Entities planning to submit a proposal to this RFP document must submit a letter of intent, no longer than one (1) page in length, using 12-point font. The letter must indicate the program of intent (WIA Youth Program) amount of the planned funding requested, and the county or counties to be serviced. The Letter of intent should be received by WDG **no later than June 9, 2006.**

VI. Programs of Interest:

Proposals for the Youth program must be submitted separate from the Adult and Dislocated Worker programs. Please indicate where requested on the proposal cover sheet the program for which this proposal applies, located on page 32 of Section IV.

VII. Geographical Interest:

Proposals may be submitted for one or more counties within the Northern Indiana workforce service area. These counties include Elkhart, Fulton, Kosciusko, Marshall, and Saint Joseph. Please indicate your organizations intent where indicated on the proposal cover sheet located on page 32 of Section IV.

VIII. Incurring Costs:

The Northern Indiana Workforce Board and/or WDG are not liable for any costs incurred by proposers in response to this RFP.

IX. Withdrawal of Proposal

The applicant or his/her authorized representative may withdraw a proposal in writing to WDG.

X. Program Period and Funds Available:

The program duration and fund availability for the WIA Youth program will be for the period August 1, 2006 through June 30, 2008.

WDG reserves the right to extend a contract for services for an additional year for the service being procured and only upon satisfactory performance of the Bidder during which this procurement is valid.

Failure to meet performance may result in loss of contract.

XI. Proposal Requirements:

Organizations responding to the Request for Proposal must adhere to the guidelines outlined in this RFP. The document must be limited to 40 pages, not including attachments, must be double-spaced, and typed using a minimum of a 12pt. font size. WDG reserves the right to eliminate proposals that are difficult to read, and encourages bidders to utilize standard font formats. Bidders should be concise in their responses, while providing sufficient detail to enable WDG to make accurate determinations as to the strength of the proposal, the likelihood of successful implementation, and qualifications and knowledge in managing similar programs/initiatives.

XII. Submission Requirements:

Proposals must be received no later than 4:00 p.m. on June 30, 2006. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

Failure of the Proposer to respond to a specific requirement in this RFP in whole or in part will be a basis for elimination.

Only written clarifications and corrections requested by the WDG, if any, will be accepted after the submission deadline.

XIII. Proposal Review Process:

The proposal review will include the following steps:

- a. WDG will use standardized evaluation criteria to review all proposals.
- b. If necessary, interviews or any strategy as appropriate may be conducted to determine the organizations ability to deliver proposed services.
- c. The final award decision will be made at the discretion of WDG with approval and support of the Northern Indiana Workforce Board.

XIV. Appeal Process:

Any person wishing to appeal any decision made by WDG must follow the appeal process as established by this policy. Appeals may be made only for an alleged violation of the proposal review process that resulted in discrimination or unfair consideration.

All Proposers will receive written notice advising them of WDG's funding determination. All Proposers have the right to protest an award decision. Should a Proposer wish to appeal the decision of WDG, the Proposer must provide written notice with stated reason(s) for the appeal within 10 business-days of the award notification to the Chief Executive Officer of WDG. The requested appeal must be based solely upon one of the four criteria for appeal listed below:

- A. Clear and substantial error or misstated fact upon which the decision was relied upon by WDG.
- B. Unfair competition or conflict of interest in the decision making process.
- C. An illegal or improper act or violation of the law.
- D. Other legal basis on grounds that may substantially alter WDG's decision.

The Proposer will receive written notice that their appeal was received within 5-business days (Monday-Friday) of its receipt. The CEO of WDG will issue a response within 10 business days from the date in which the appeal was received that will serve as a complete and final answer to the protest. All appeals decisions will be made by WDG with approval and support of the NIWB. WDG reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

Appeals should be addressed to:

Juan A. Manigault, President and CEO
Workforce Development Group, Inc.
The Commerce Center, Suite 307
401 East Colfax Avenue
South Bend, IN 46617

Please note on the lower right hand corner the following information:

"Appeal Request Enclosed-Please Process Immediately"

NIWB and WDG will not be held liable for delivery of appeals. It is the responsibility of the individual or organization filing the appeal to obtain appropriate documentation of its delivery to the WDG Offices.

XV. Programmatic Controls for Successful Bidders Will Include:

Programmatic Controls will be instituted by the bidder to ensure:

1. Reports and/or documents contain complete and correct information;
2. The ability to input comprehensive MIS data into the regional tracking system to track participant enrollments, attendance, and outcome data. When available, WIA providers will be required to utilize the State of Indiana's case management and reporting system when it becomes available. In the meantime, WIA providers will be expected to report data using the State's PMIS system.
3. Discrepancies in reports and/or documents are to be resolved in a timely manner as prescribed by WDG. Service providers must submit all billing/invoices in a timely manner as specified by the WDG. Monthly narrative reports are required no later than the 15th of each month. Narratives must be submitted in completion. Incomplete narratives will not be accepted.
4. Late billings may be rejected and cost may be disallowed.

XVI. Contractual Requirements for the Successful Bidder Will Include:

In order to contract for WIA funds, an agency must meet the following requirements:

- A. Proposing agency must provide services within the NIWB's Region 2 area.
- B. Be legally capable of entering into a contract and able to provide proof of administrative ability in administering WIA programs.
- C. Be able to start up proposed services within 30 days of the execution of the contract.
- D. Be an Equal Employment Opportunity (EEO) employer. If selected for funding, an agency will be required to meet EEO requirements.
- E. Comply with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990.
- F. Be able to meet insurance requirements:
 - 1) Worker's Compensation – as required by State Law
 - 2) Comprehensive General Liability – in an amount no less than one million dollars (\$1,000,000) combined single limit for bodily injury and property damage.
 - 3) The Region 2 counties, their officers, employees, agents and the Northern Indiana Workforce Board are to be covered as insured.
 - 4) Notice of Cancellation – Each insurance policy shall be endorsed to state that the coverage shall not be suspended, voided, or canceled except after thirty (30) days prior written notice has been given to NIWB.

XVII. Records Management:

All records shall be made available to WDG for auditing on an as-needed basis.

- A. The successful Bidder shall complete a file on each participant during the duration of the program. Documents maintained will be dependent on the services provided.
- B. The Bidder will submit all State of Indiana required MIS documents, other reports, documents and records required by WDG.
- C. The Bidder will comply with the State of Indiana and NIWB policies and procedures.
- D. The Bidder must maintain all active WIA participant files on site and monitor any file

removal through the use of a log or other controlling device for a minimum of five (5) years from the date of contract closeout or audit/litigation resolution, whichever is later. All files will remain the property of NIWB and the State of Indiana.

XVIII. Use of Subcontractors:

In the event of a proposal submitted jointly by more than one organization, one of the organizations must be designated as the prime contractor, and the prime contractor will be solely responsible for assuring the performance of all aspects of the contract. All other parties shall be designated as subcontractors. Any use of subcontractors for this contract shall meet the requirements of this RFP.

Once a contract is awarded, the use of subcontractors at any time during the contract period by the prime contractor for any portion of the scope of work is subject to prior written approval of WDG and the written assurances as deemed necessary to ensure that only qualified, competent agencies perform services under the contract, and to ensure that the required scope of work is performed in a professional manner.

Non-discrimination requirements will apply to all subcontractors as mandated in WIA Section 188 and Title 41 Code of Federal Regulations, Chapter 60.

XIX. Secretarian Activities:

The WIA prohibits the utilization of WIA funds for the Secretarian purposes as described in WIA Section 188(a)(3), the Code of Federal Regulations 20, 667.266 and 667.275, and DWD Policy 99-35. All proposals must include a statement of assurances that WIA funds will not be utilized for Secretarian activities as described in the regulations and policies stated above.

XX. Lobbying Activities:

The Code of Federal Regulations, 29 CFR 93.100 prohibits the utilization of appropriated funds for lobbying activities. Specifically, the regulations state:

§ 93.100 Conditions on use of funds;

(a) No appropriated funds may be expended by the recipient of a Federal Contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) The Proposer must complete all applicable forms in Section III of this proposal regarding lobbying activities.

XXI. Smoke Free Designation:

The Northern Indiana Workforce Board and Workforce Development Group, Inc. fully support DWD Policy 2005-22 which prohibits all smoking and tobacco products at all WorkOne and WorkOne Express Offices. This policy prohibits smoking in all owned and leased WorkOne Buildings and properties.

The Proposer must complete the form in Section III of this proposal regarding its agreement with the smoke free designation of all WorkOne and WorkOne Express locations. By signing the form, the Proposer agrees to assist WDG regulate this policy by informing staff of the policy and monitoring smoking behaviors of employees while on WorkOne and WorkOne Express premises, informing client's of the smoke free policy through verbal communication via the Career Manager, and posting No Smoking signs within publicly visible areas throughout the centers.

XXII. Other Notifications:

This RFP may or may not result in an award of a contract. WDG reserves the right, at its sole discretion, to cancel this RFP at any time and for any reason, and to not approve any or all proposals at any time and for any reason. Receipt of proposals by WDG confers no rights upon the Proposer. Receipt of proposals shall not in any manner whatsoever obligate WDG or any employees thereof.

Selection to be a Provider does not guarantee that specific quantities of WIA customers will be referred for services, but allows the opportunity to receive referrals as determined by need and benefit. The selected Provider will be compensated based on a cost reimbursement schedule.

WDG serves as the Regional Operator and administrative entity for all WIA funds received by Region 2.

Section II

Introduction and Background; Local Policies Governing WIA Title I Funded Programs and Services

All Region II local WIA Policies may be accessed through our website at the following address:

www.gotoworkone.com

If you do not have Internet access, you may request a paper copy of NIWB's local policies through the following contact:

Sherry L. Szmanda, Director of Policy and Systems Management
574-239-2380, extension 236
sherrys@niwb.com

Only requests for policy related information will be acknowledged and responded to.

I. Introduction and Background

The Workforce Investment Act of 1998, herein referred to as WIA, dramatically changed the face of publicly funded employment and training programs. Opposite of the Job Training Partnership Act in which services could be provided through the Private Industry Council, WIA established the One-Stop System, known as WorkOne throughout the State of Indiana, and requires that the oversight and management of the One-Stop System be separate from the provision of direct client services. The Northern Indiana Workforce Board, one of 11 Regional Boards within the State of Indiana, is responsible for the implementation and oversight of the Northern Indiana One-Stop System. NIWB procured the services of Workforce Development Group, Inc to serve as the One-Stop Regional Operator. The Regional Operator is responsible for the direct oversight and management of the WorkOne System within the region. Counties that fall within the Northern Indiana Workforce Service Region include Elkhart, Fulton, Kosciusko, Marshall, and Saint Joseph (Indiana Region 2). WorkOne will at a minimum:

- Address the needs of all jobseekers;
- Meets the needs of regional employers to hire and train new and existing employers;
- Support coordination of activities at the local level to increase the employment, retention, occupational and vocational skills and earnings of the workforce;
- Reduce welfare dependency and increase self-sufficiency;
- Enhance the productivity and competitiveness of Indiana business and industry; and
- Encourage continuous improvement in worker preparation from kindergarten through adulthood.

Agencies in NIWB Region 2 that are collaborating in the development of the system currently include:

- Indiana Department of Workforce Development, operating the public employment service, Unemployment Insurance, veterans programs, and Trade Adjustment Act/Trade Readjustment Act programs;
- Indiana Division of Vocational Rehabilitation, providing a wide variety of programs for persons with disabilities;
- REAL Services, Inc., which utilizes Older American Act funds to serve persons aged 55 and older who are in need of employment-related assistance;
- Transition Resource Corporation, which serves migrant and seasonal farm workers throughout the region;
- Adult basic education providers throughout the 4-county region;
- Goodwill Industries of Michiana, Incorporated, serving adults via the Workforce Investment Act, and administering other federal, state and local employment training resources;
- JobWorks, Inc., serving dislocated workers and Youth via the Workforce Investment Act, and administering other federal, state, and local employment and training resources.

- Indiana Department of Children and Families.
- ADEC Resources for Independence, providing a wide variety of services to persons with disabilities.
- Vincennes University, providing an array of employment readiness activities
- Bethel College
- IVY Tech
- Job Corps

WIA requires that the partnering agencies referenced above utilize their resources to support, as allowed under respective legislation, the WorkOne system. The obligation for Region II Youth program is directed to NIWB and its Regional Operator, WDG, with primary responsibility for the leadership and oversight of the WorkOne One-Stop system. Such responsibility includes monitoring WIA programs and One-Stop systems, policy development, partnership development, and coordination of youth services. It is the responsibility of NIWB to implement federal and state policy, to establish local policy and to exercise oversight of the implementation of programs funded via the Workforce Investment Act, assuring that the intended goals of the federal legislation are realized. WDG, as the Regional Operator, has the responsibility for managing the WorkOne System. The selected service provider/providers will report to WDG.

The WorkOne Center is the heart of the workforce investment system. The WorkOne Centers are the physical locations in which pertinent service delivery partners connect effectively with each other and with customers. There are five chartered WorkOne centers within the Region II workforce service area. There are two (2) full service WorkOne Centers (Elkhart and South Bend), and three (3) WorkOne Express Centers (Plymouth, Rochester, and Warsaw). The NIWB will not maintain its goal of a high quality workforce investment system in the region unless the public views the WorkOne Centers as its first choice rather than a last resort for finding employment, obtaining a better job, selecting a new career, identifying good employees, accessing high quality and relevant training, and securing the information it needs to be successful in this regional economy. Therefore, NIWB and WDG subscribe to the development and support of a demand-driven WorkOne system. The successful bidder/organization will be expected to contribute its resources and staff to ensure that the highest possible quality of service is provided through the WorkOne System.

The WorkOne System has the following characteristics in Northern Indiana:

- A unified demand driven training and placement system to meet the unique needs of the northern Indiana labor market, addressing the needs of the employer and jobseeker.
- The WorkOne system consists of a number of partnering agencies operating interdependently to achieve a common purpose as defined by the State of Indiana, NIWB, WDG, and the Workforce Investment Act itself.

- WorkOne functions as an integral part of a state-wide-network of similar centers yet will operate autonomously under the policy directives of the WDG as the Regional Operator appointed by the Northern Indiana Workforce Board.
- The WorkOne System is demand-driven addressing the human resource needs of regional employers, as well as the needs of the emerging, transitional, and incumbent workforce of Northern Indiana.
- The WorkOne System offers comprehensive services to address the unique needs of both employers and individuals through the provision of core, intensive, and training services.
- The Northern Indiana WorkOne system is an integrated demand-driven system providing seamless and transparent services to employers and individuals with a strong emphasis on customer satisfaction and customer service.
- The WorkOne System is competitive by responding rapidly to market focus, eliminating duplication between partnering agencies, providing customer choice, and achieving all programmatic, Board, and state-mandated performance standards and outcomes.
- The WorkOne System is accessible to both employers and individuals through physical office locations in each of the five counties.
- The WorkOne System assures achievement of Board-specified outcomes utilizing a system of continuous improvement and integrated training of partner agency personnel.

With this Request for Proposal, WDG, as the Regional Operator appointed by the Northern Indiana Workforce Board is seeking an organization, or organizations, to deliver Youth services under Title I of the Workforce Investment Act of 1998. The provider will become part of the WorkOne System, and must be committed to a positive working relationship with its Regional Operator.

II. Program Performance Accountability:

The selected service provider will manage resources and provide monthly reports to WDG describing how DOL/DWD performance measures and program performance goals are being achieved. Service providers will be accountable in accordance with WIA Performance Measures for youth, and when implemented, Common Measures, which are summarized below (Please refer to the Workforce Investment Act for complete descriptions).

- Older Youth Entered Employment Rate—Of those not employed at registration and who are not enrolled in post-secondary education or advanced training in the first

quarter after exit, number of older youth who have entered employment by the end of the first quarter after exit divided by the number of youth who exit.

- Older Youth Employment Retention Rate—Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit: Number of older youth who are employed in third quarter after exit divided by the number of older youth who exit.
- Older Youth Average Earnings Change—Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit: Total post-program earnings minus pre-program earnings divided by the number of older youth who exit.
- Older Youth Credential Rate—Number of older youth who are in employment, post-secondary education or advanced training in the first quarter after exit and receive a credential by the end of the third quarter after exit divided by the number of older youth who exit.
- Younger Youth Skill Attainment Rate—Total number of goals attained by younger youth divided by the total number of goals set.
- Younger Youth Diploma Equivalent Rate—Of those who register without a diploma or equivalent: Number of younger youth who attained secondary school diploma or equivalent by the end of the first quarter after exit divided by the number of younger youth who exit (except for those still in secondary school at exit).
- Younger Youth Retention Rate—Number of younger youth in one of the following categories in the third quarter after exit; post secondary education, advanced training, employment, military service, qualified apprenticeships divided by the number of younger youth who exit (except those still in secondary school at exit).

For youth under proposed WIA reauthorization:

- Placement in Employment or Education – Of those who are not in post-secondary education or employment (Including military) at the date of participation: The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.
- Attainment of a Degree or Certificate- Of those enrolled in education (at the date of participation or at any point during the program): The number of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after exit divided by the number of youth participants who exit during the quarter.

- Literacy and/or Numeracy gains – of those out-of-school youth who are basic skills deficient: The number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program (i.e. one year from the date of first youth program service) plus the number of participants who exit before completing a year in the youth program.

(TEGL 17-05)

Section III

Proposal Format

I. RFP Evaluation Criteria:

The following criteria will be used to select the Bidders to provide WIA Youth Services:

- a. Assessment of the Proposer's Statement of Work, and the likelihood that the Regional Initiatives for the WorkOne Center and demand-driven system will be achieved as a result of the Proposer's leadership.
- b. Assessment of the organizational leadership, capacities, and qualifications in managing similar development initiatives, and its knowledge of both federal and state employment and training programs, as well as the programs and services of the partnering agencies.
- c. Assessment of the reasonableness of the budget and costs presented therein.
- d. Points will be awarded for each section identified below, as follows:
 1. Statement of Work (100 points)
 - i. WIA Reauthorization (5 points)
 - ii. Integration with WorkOne Systems/Center (15 Points)
 - iii. Provision of WIA Youth Services (15 Points)
 - iv. Case Management (15 Points)
 - v. Assessment (10 Points)
 - vi. Job Placement &/or credential attainment (10 Points)
 - vii. Follow-Up (10 Points)
 - viii. Customer Focus and Satisfaction (10 Points)
 - ix. Business Results (10 Points)
 2. Organizational Experience, staff qualifications (10 Points)
 3. Management/Administrative Structure (10 Points)
 4. Ability to function within a demand-driven environment (10 points)
 5. Budget justification to establish cost reasonableness and the amount of match-cash and/or in-kind. (20 Points)
- e. If necessary, WDG staff may conduct a site visit to determine the organization's ability to deliver proposed services.

II. Request for Proposal Coversheet:

The proposer's Chief Executive Officer must sign the Coversheet. By affixing his/her signature to the Coversheet, the individual certifies that he/she is authorized by his/her Board of Directors to submit the proposal, and to enter into any contractual agreements with the Northern Indiana Workforce Board that may arise as a result of submitting the proposal. See Section IV for Coversheet.

III. Executive Summary:

Provide an Executive Summary of the proposal. Please separate the summary from the rest of the proposal. The executive summary should be no more than two pages and cover/include the following elements:

1. A brief description of your organization and what makes it especially suited to provide the proposed services.
2. A summary of the scope of the proposed program and budget.
3. A brief description of your organization's expected outcomes.
4. A summary of the financial strength and stability of your organization.
5. A statement of your organization's vision and ability to function within a demand-driven WorkOne System.

IV. Mission, Vision, Alignment:

Bidders will be expected to submit proposals that clearly demonstrate their understanding of Youth services and how those programs function within a demand-driven system. This will include a well-conceived philosophy of services and implementation that coordinates with the organizations mission and vision. The proposal should clearly state how the mission and vision of the organization align with the provision of services within the Northern Indiana workforce service area, region 2. This section is not to exceed one page.

V. WIA Re-Authorization:

WIA re-authorization will not be concluded in time for release of this Request for Proposal (RFP). Given the complex nature of WIA implementation in 1998, WDG is requesting that all responses to this RFP include an implementation/transition plan for WIA re-authorization. Please respond to the following:

- What is your understanding of WIA Re-authorization?
- What are the proposed changes?
- What are your capacities to incorporate those changes?
- How will reauthorization impact performance accountability?

VI. Program Transition:

The implementation of the Indiana Plan proposed an overhaul of the current workforce system while continuing to provide services to new and existing clients. In order to ensure that services are available throughout the Northern Indiana Workforce Service Area, WDG entered into short-term sole-source contracts with the PY 05 WIA service providers while completing this process of competitive procurement for PY 06-PY07 WIA services. WDG will initiate an aggressive monitoring procedure to ensure eligibility of all new enrollments and approval of expenditures for new and existing clients beginning July 1, 2006. Please incorporate a statement into the proposal that, if selected as the WIA services provider, the proposing organization will accept all new enrollments. WDG staff will work with the selected service provider to review all carryover files for accuracy of eligibility. All program files must be accepted by the WIA services provider with the exception of carryover files that may fail to meet basic enrollment eligibility.

VII. Statement of Work:

1. Number of Participants:

The intended number of participants is not specifically defined. The NIWB is interested in funding sources that efficiently and effectively serve Region 2 at-risk youth. Bidders will be expected to submit proposals that clearly demonstrate their capacity to deliver youth services in conjunction with the WorkOne system. Bidders should accommodate services for carry over clients as well as follow up services required for exited clients. These numbers are the following

Estimated number of carry over clients:	
Older Youth	140
Younger Youth	240
Estimated number of follow up clients:	
0-4 month balance	23
5-8 month balance	35
9-12 month balance	45
Total number	103

Please describe how outreach and recruitment will take place within the WorkOne System. Please project the number of new enrollments for PY 06 for each county in which you are proposing services. Please describe your organizations philosophy for services to In School Youth, and Out of School Youth in relationship with DOL 's vision for youth service provision.

2. Integration with the WorkOne System/Center (Please answer the following questions):

- A. Describe the Region 2 labor market.
- B. Describe your organizations understanding of the concept of a demand-driven WorkOne System.
- C. How will the proposer integrate services provided under Title I of the Workforce Investment Act through the WorkOne System?
- D. How will the proposer exhibit a commitment to high quality customer service, to the increased visibility of services through the use of the WorkOne image, and to a new level of interaction and collaboration with other organizations engaged in both human and economic development? Is your organization willing to work under the name of WorkOne, using your organization as a secondary entity?
- E. WIA Youth providers will be expected to transfer staff under the functional supervision of the Individual Services Division and the Business Services Division managers in support of these divisions, according to the following schedule:

Position	Location
Receptionist	South Bend
Individual Services Division	South Bend
Individual Services Division	Warsaw/Plymouth
Individual Services Division	Elkhart
Individual Services Division	Rochester/Plymouth
Business Services Division	South Bend
Business Services Division	South Bend

Describe how supporting the demand-driven system by lending staff will enhance WorkOne and your organization's service delivery to both employers and job seekers.

- F. Describe your plan for maintaining existing partnerships and plans to establish new collaborations and partnerships based upon the needs of the region?
- G. In the event of a change in service providers, the successful sub-contractor must agree in writing within the project narrative to provide transitional services for all Youth participants. Please describe how the organization will coordinate the transition of services with the current provider to assure that all customers who are receiving services achieve their goals while participating in program services?

Provision of WIA Services:

1. Describe how services will be offered and delivered to the eligible youth population. How will you integrate summer programming into a year round service delivery program?
2. How will services to out-of-school youth be distinguished from services to in-school youth?
3. Describe how the organization will provide follow up services.
4. Describe how the organization will determine the need for services and how these services will be delivered to the eligible population of at-risk youth.
5. Describe how the organization will identify and deliver required supportive services to support the individual's successful completion of services.
6. Describe any other services provided by the organization that support the training and preparation for postsecondary educational opportunities or unsubsidized employment for youth.
7. Describe how the organization will build partnerships with employers for employment, internships, job shadowing and other career development opportunities for youth. How will these services be integrated within the Business Services and Individual Services Division?

8. Describe how the organization will follow Federal and State standards to protect the clients' right to privacy and the organization's ability to keep confidential records.
9. Describe the organization's understanding of Work Keys and the profiling of occupations and assessment of individual competence, and how these services will be provided to individuals.
10. Provide a plan of action for using WorkKeys with youth in the WIA program
11. The State of Indiana requires the utilization of a customized management information system for all WIA program input and reporting, including a mandated case management system. Please describe your organizations capacity to implement and utilize the current PMIS system and how your organization will transition into and integrate the State's new system into daily operations.
12. Describe how the organization will follow Federal and State standards to protect the clients' right to privacy and the organization's ability to keep confidential records.
13. Please state your organizations policy for maintaining the dignity and respect of the client. What procedures are in place to regulate this policy, and how are complaints recorded and addressed?

4. Case Management:

The Bidder's Youth service model must include the following services and systems:

- A. WDG and NIWB are committed to providing quality services to all customers of the WorkOne System, and believe in the continuance of education for all frontline staff. Please describe your organizations philosophy towards employee training, and provide examples of training provided to staff within the last program year. What efforts are in place to ensure that all frontline staff have obtained an industry certification?
- B. Discuss your level of familiarity with the Region 2 labor market as it relates to youth.
- C. Describe the bidders youth case management strategies based upon the individual and the requirements of WIA. It is advised that you refer to WIA Local Policies WIA-00-8, WIA 01-15, WIA-01-16, WIA-01-17 available at www.gotoworkone.com
- D. Please state your organization's policy for maintaining the dignity and respect of the client. What procedures are in place to regulate this policy, and how are complaints recorded and addressed?

- E. What resources and partnerships are available to assist those individuals who are not suitable for WIA services?
- F. Describe your case management approach and methodology and how they will result in the achievement of anticipated outcomes.
- G. Please describe in detail how youth will be enrolled into the WIA Youth Program. What tools and/or criteria will be utilized by the case manager in determining if the individual is enrolled? What factors will be evaluated in making an enrollment decision, and how will this process assist your organization in meeting WIA performance and accountability measures?
- H. Please describe your organization's exit strategy. How does this maximize performance and accountability as defined under WIA? Clearly demonstrate the relationship between the exit strategy and WIA performance.
- I. Describe your follow up services approach and methodology and how it will result in the achievement of anticipated outcomes.
- J. Describe your delivery of support services. Please describe the process for utilizing other community resources before WIA funds will be utilized. Please include a copy of any organizational procedures regarding supportive services.
- K. Describe how your organization will develop the Individual Development Plan based upon the individual and the requirements of WIA. It is advised that you refer to WIA Local Policy WIA-01-14 (available at www.gotoworkone.com) for additional information. Please attach a copy of the document to be used. The IEP must be a separate document within the case file. This should be attached to the proposal and labeled as **Attachment A**.
- L. Describe how your organization will make effective Connections to Employers and integration with WorkOne's Business Services Division.
- M. Customized assessment methods and tools to assist participants in choosing the most appropriate career path;
 - 1. Utilization of Work Keys assessment tools;
 - 2. Staff certified to administer assessment testing;
 - 3. Established time frames for administering assessments and reporting results;
 - 4. Method for formulating and preparing an evaluation analysis.
- N. Describe in detail the scope of services to individuals and who will provide this service. Indicate any subcontractors or partners and their roles and responsibilities.
- O. Provide a flow chart of your incoming and outgoing referral mechanisms.

Describe how you will integrate your organization's WIA services with other co-located WorkOne partners.

- P. Provide a sample copy of the Individual Employment Plan and any policy or guidance in place for utilization.

5. Assessment:

Assessment examines the WIA participants' capabilities and educational/vocational potential of the skills needed to succeed in career industries in Elkhart, Fulton, Kosciusko, Marshall, and Saint Joseph Counties.

1. Describe the assessment tools and methods you will utilize to assist youth in choosing the most suitable post-secondary educational and/or employment path.
2. Describe the method(s) and indicators you will use to conduct a comprehensive educational/vocational assessment.
3. Describe the amount of time in days or hours that will be needed to complete the assessment.
4. Describe the total number of year's experience administering assessment services.
5. Describe the schedule of availability to offer assessment.
6. Describe the orientation process and how the purpose of each type of assessment will be explained to the participant. Identify the staff person who is responsible for the orientations as well and the amount of time necessary to facilitate the orientation, and indicate how participants are scheduled.
7. Indicate the length of time to complete assessment, formulate, and prepare and evaluative analysis and develop a plan of action for the participant. Please indicate what information would comprise such a report and attach a sample.
8. Describe how results of the assessment can provide direction to participant educational and/or training recommendations.
9. Describe the indicator(s) you will use to measure literacy and numeracy gains.
10. Describe your level of experience and/or knowledge of using Work Keys software as an assessment tool.
11. Describe how the organization will coordinate the transition of services with the current provider to assure that all customers, who are receiving services, achieve their goals while participating in program activities.

12. Describe how results of the assessment will provide direction to the participant regarding occupational, educational, and training choices. What is the organization's plan for integrating Work Keys/other assessment results into the employment and/or training component of case management?
13. What assessment tools will be utilized to determine if training is appropriate, and if the individual has the necessary means to successfully complete the training?

6. Job Placement:

- A. Please describe the processes in place to obtain unsubsidized employment for participants in today's challenging economic conditions. Please describe any relationships you may have with area employers, or private employment agencies to place participants into jobs that provide opportunity for self-sufficiency and wage replacement. Describe how your organization will integrate these relationships into Region 2's demand-driven WorkOne System through the Business Services Division.
- B. Describe your job placement services approach and methodology and how they will result in the achievement of anticipated outcomes.
- C. Describe any particular organizations, employers, or associations that will be used to enhance job placement services.
- D. Describe in detail the scope of services to individuals and who will provide this service. Indicate any subcontractors or partners and their roles and responsibilities.

7. Follow-Up:

- A. Describe your retention services approach and methodology and how it will result in the achievement of anticipated outcomes. Describe in detail the scope of services to individuals and who will provide this service. Indicate any subcontractors or partners and their roles and responsibilities.
- B. Describe your delivery of support services. Please describe the process for utilizing other community resources before WIA funds will be utilized. Please include a copy of any organizational policies or procedures regarding supportive services.
- C. Describe how you will track employed individuals. Include the mechanisms and supplemental data that may be used.

8. Customer Focus and Satisfaction:

- A. Describe how operational design and decisions will be driven by customer needs and customer feedback and how your organization will support WorkOne system accountability measures.

- B. Describe how management will use customer-generated information to benchmark itself against other, high-quality human service organizations.
- C. Describe how management will measure customer satisfaction and how such information will be used to assure that customer needs are met.
- D. What will be the most challenging aspects of administering this WIA Youth program?

9. Business Results:

- A. Please describe your organizations plan for obtainment of the WIA performance measures for each of the measures listed below. **Do not** list specific outcomes, rather demonstrate your organizations knowledge and understanding of the performance measures, and the systems that are in place or will be implemented to assist in managing and meeting program performance (Refer to Section 1, Paragraph 5; Program Performance Accountability):

- 1. Total Number Served
- 2. Entered Employment
- 3. Retention
- 4. Average Placement Wage

The Indiana Department of Workforce Development in cooperation with the United States Department of Labor determines the performance standards listed above for each WIA program year. NIWB and WGD expect selected providers to meet and/or exceed the State mandated performance measures. Please provide your organizational plan for meeting or exceeding the planned outcomes indicated above.

- B. Please describe your organizations exit strategy. How does this maximize performance and accountability as defined under WIA? Clearly demonstrate the relationship between the exit strategy and WIA performance. Please include copies of tools/documents that will be utilized in making the decision to exit a client. This should be attached to the proposal and labeled as **Attachment B**.

10. Organizational Description:

- A. Agency History
 - 1. Provide the name of the corporate recipient of the funding, as well as the street/mailling address of the corporation, phone and FAX numbers.
 - 2. Identity of the legal signatory for the corporation (i.e. that individual who can legally sign contracts, checks, etc.), including name, title, street/mailling address, phone and FAX number, and e-mail address.
 - 3. What is the legal status of your organization (i.e. Private-for-Profit Corp., Private Not-for-Profit Corp., Public Agency, Partnership, Sole

Proprietorship)?

4. How long has your organization been in existence; when was it started; and where is the home office located?
5. Describe your organization's ability to manage grant funds and provide a list of current funding sources.
6. Do you have a board of directors or a business advisory group? If so, how often do they meet and what is their role? Provide a current list of the Board of Directors, name, address, telephone, and if applicable, position (i.e. Chairman, Vice Chairman).
7. What are your professional affiliations and accreditations?
8. What plans do you have for training or certification of front-line and case management staff?
9. Please include the following documentation, as appropriate, to the proposal, labeled as **Attachment C**:
 - a. Articles of Incorporation
 - b. 501C3
 - c. IRS Tax Number
 - d. 990
 - e. Recent Audit or Financial Statements
 - f. Individual Profit and Loss Statement

B. Personnel Management

1. Provide a description of your existing and proposed personnel structure and systems.
2. Identify the staffing needs for the proposed services, specifying the number of staff in each classification. Complete a job description for each staff classification, identifying duties, education, experience, and responsibilities. If current staff will be fulfilling these positions, please attach a resume or work experience summary for each employee involved in this project.
3. Provide a copy of any state licenses and certificates. Provide an organizational chart that includes all staff involved with operating the proposed services.

C. Other Administrative Functions

1. Describe how you will use WDG's authorized Management Information

and case management system for participant tracking. Explain how you will ensure required reports submitted to WDG will be timely and accurate.

2. Describe the methods for internal oversight to ensure quantitative, qualitative, and financial goals and objectives will be met.
3. Describe the organization's familiarity and knowledge of federal and state employment and training, and human resource development systems.
4. Describe the following organizational systems for:
 - a. Financial management and reporting/accounting for funds utilized;
 - b. Customer service reporting (i.e. participant demographics, activities participation, services provided, individual outcomes, etc);
 - c. Human resources management, including personnel policies, wage/salary, benefits, etc.;
 - d. Acquiring appropriate business insurance coverage (i.e. property, liability, bonding, etc.).

Section IV.

Required Forms and

Budget Worksheets

**NORTHERN INDIANA WORKFORCE BOARD
WORKFORCE DEVELOPMENT GROUP, INC.
WIA YOUTH PROGRAM
PROPOSAL COVERSHEET**

Prime Contractor Name and Address:		
Federal Employer Identification Number (FEIN):		
Contact Person:	Title:	
Agency Address:		
Address of Physical Program Location:		
Phone:	Fax:	Email:

Proposed Services

Proposed Counties

WIA Youth Program: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Elkhart <input type="checkbox"/> Fulton <input type="checkbox"/> Kosciusko <input type="checkbox"/> Marshall <input type="checkbox"/> Saint Joseph
--	---

Please use the space below to identify any/all sub-contractor relationships, and/or any intentions to subcontract, related to this proposal. If there are no plans to subcontract, please provide written statement to that effect.

--

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The applicant certifies that the agency stated above is the prime contractor, and the information in the proposal is correct to the best of their knowledge and belief, and that the submittal of this proposal has been duly authorized.

Signature of Authorized Representative:	Date:
Signature of Additional Authorized Representative:	Date:

Northern Indiana Workforce Board
Workforce Development Group, Inc.
JOB DESCRIPTION FOR WIA FUNDED STAFF

Prepare a job description for each staff person to be funded by WIA.

Agency:
Program:
Position Title:
Directly Responsible To:

General Statement of Duties:

Education and Qualifications:

WIA Knowledge, Skills, and Abilities:

Responsibilities:

Northern Indiana Workforce Board
Workforce Development Group, Inc.
DRUG-FREE WORKPLACE CERTIFICATION

AGENCY NAME:

The agency named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named agency will:

- I. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- II. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - a. The dangers of drug abuse in the workplace,
 - b. The person's or agency's policy of maintaining a drug-free workplace,
 - c. Any available counseling, rehabilitation, and employee assistance programs, and
 - d. Penalties that may be imposed upon employees for drug abuse violations.
- III. Provide as required by Government Code Section 8355© that every employee who works on the proposed contract or grant:
 1. Will receive a copy of the agency's drug-free policy statement, and
 2. Will agree to abide by the terms of the company's statement, as a condition of employment on the contract or grant.

CERTIFICATION

I, THE OFFICIAL NAMED BELOW, HEREBY SWEAR THAT I AM DULY AUTHORIZED LEGALLY TO BIND THE AGENCY TO THE ABOVE DESCRIBED CERTIFICATION. I AM FULLY AWARE THAT THIS CERTIFICATION, EXECUTED ON THE DATE AND IN THE COUNTY BELOW, IS MADE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF INDIANA.

Official's Name	Official's Title
Date Executed	Executed in County of
Agency Representative	Representative's Title
Federal ID #	

Northern Indiana Workforce Investment Board
GENERAL GUIDELINES FOR BUDGET PROPOSAL

Bidders proposing Youth Programs shall submit a price package for proposed WIA Youth funds.

Use **ONLY** the budget forms included in this package. The forms may be replicated as long as the same format is used.

Proposed budgets should include both WIA costs and in-kind matching cash contributions adding up to the total cost to be incurred by the Bidder to provide the proposed services.

Please attach a budget narrative to the Budget Proposal Form. The budget narrative may **NOT** exceed 5 pages, and is **NOT** included within the 40-page maximum for the proposal.

Northern Indiana Workforce Board
Workforce Development Group, Inc.
Budget Proposal for WIA Youth Programs

WIA Cost Reimbursement Proposal
Name of Bidder:

Cost Reimbursement

Indicate price for service delivery for each participant based on the following criteria: staff time, assessment costs, travel, evaluation(s), equipment costs, materials and supplies, printing costs and rental fees (utilities, phone).	
Cost per participant	
Proposed number of participants	
Total cost for participants	
In-Kind Budget	
Bidder's Contribution	
Grand Total	

Budget Proposal- Schedule A

Line Item	Budget
Salaries*	
Total Staff Cost	
Fringes	
Travel	
Equipment	
Facilities	
Communication	
Supplies	
Equipment Lease	
Supportive Services	
Training	
Total	

*Please identify each staff position that will be charged in whole or in part to WIA. Please identify the county of service, and the percentage of the salary that will be charged to WIA.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that it is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transactions,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principle,” “proposal,” and “voluntary excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which does a prudent person in the ordinary course of business dealings normally possess.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant is a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION LOWER TIER COVERED TRANSACTIONS**

This certification is required by regulations Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to this statement.

Grantee/Contractor Organization

Program/Title

Signature

Date

Before completing, read instructions for certification.

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. Contract <input type="checkbox"/> b. Grant <input type="checkbox"/> c. Cooperative Agreement <input type="checkbox"/> d. Loan <input type="checkbox"/> e. Loan Guarantee <input type="checkbox"/> f. Loan Insurance		2. Status of Federal Action: <input type="checkbox"/> a. Bid-Offer-application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. Post-award		1. Report Type: <input type="checkbox"/> a. Initial filing <input type="checkbox"/> b. Material change For material change only: Year _____ Quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee <input type="checkbox"/> Tier _____ if known Congressional District, if known: _____			5. If reporting entity in #4 is subawardee, enter name and address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency: 			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known: 			9. Award Amount, if known: \$ _____		
10a. Name and Address of Lobbying Entity: (If individual, last name, first name, MI)			10b. Individual Performing Services (including address if different from 10a):		
11. Amount of Payment (Check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned			13. Type of Payment (Check all that apply): <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. one-time fee		

Disclosure of Lobbying Activities
Continuation Sheet(s) SF-LLL-A

Page _____ of _____

Reporting Entity: _____

Authorized for local reproduction
Standard Form-LLL-A

Smoke Free Policy

The Northern Indiana Workforce Board and Workforce Development Group, Inc. fully support DWD Policy 2005-22 which prohibits all smoking and utilization of all tobacco products at all WorkOne and WorkOne Express Offices. This policy prohibits smoking and utilization of all tobacco products in all owned and leased WorkOne Buildings and properties. Please complete sign and date this form. It must be submitted with the completed proposal. Exclusion of this form will result in disqualification of the proposal submission.

If selected as a provider for WIA services for the Region 2 Workforce Service Area,

(Name of Organization)

understands the smoke free policy for WorkOne and WorkOne Express Centers. By signing the form I, _____,

(Agency Representative- Printed Name)

agree to assist WDG regulate this policy by informing all agency staff of the smoke free policy, and will monitor smoking behaviors of employees while on WorkOne and WorkOne Express premises. Secondly, client's will receive notification of the smoke free policy through verbal communication via the Career Manager, and posting No Smoking signs within publicly visible areas throughout the centers.

Name

Date

Section V

Appendices

GLOSSARY OF TERMS

Accrued Expenditures	Expenses incurred and charges made to the WIA program.
Assessment	The process whereby applicants are interviewed to determine their employability, motivation, aptitude, abilities, and interests in order to determine their suitability for services. Assessment includes the development of an initial assessment, individual service strategy, individual employment plan, or individual readjustment plan all of which may be referred to as in individual service strategy (ISS). Testing and counseling may be a part of the assessment process.
Barriers to Employment	Characteristics that hinder an individual's ability to participate in the labor market.
Basic Education Skills	Include reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills in the work place. Attainment can be considered an outcome for reporting purposes if measurable increase is shown.
Basic Literacy Skills Deficient	The individual computes or solves problems, reads, writes or speaks English at or below the 8 th grade level or is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.
Case Management	The provision of a client-centered approach in the delivery of services, designed to 1) prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to the necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and 2) provide job and career counseling during program participation and after job or other post-secondary placement
Community-Based Organization	An incorporated non-profit organization which is a representative of communities or significant segments of communities and which provides job training, basic skills/ESL, vocational or stabilization services

Commercial Organization	A private-for-profit entity.
Cost Allocation Plan	A plan that identifies and distributes the cost of services provided by support staff and/or departments or functions. It is the means to substantiate and support how the costs for a program are charged to a particular cost category.
Credential	Nationally recognized degree or certificate or State/locally recognized credential. Credentials include, but are not limited to, a high-school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates.
Days	Will be counted as calendar days only. If a due date falls on a weekend or holiday, then the last preceding day of business will become the due date.
Debarment and Suspension	Federal requirements prohibit awards to all debarred parties. A self-identification of such status is requested during the Service Provider application process.
DOL	Department of Labor
Dropout (School)	An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent. A youth attending an alternative school is not a dropout.
Educational Activities	A participant is considered to have been enrolled in an education activity if, 1) they have participated in a structured learning experience off the job where the Secretary's Commission on Achieving Necessary Skills (SCANS) foundation skills and competencies (or reasonable variations thereof) and/or other academic disciplines are taught and progress can be measured and documented; or 2) they have participated in a structured learning experience on the job (i.e. contextual learning) where SCANS foundation skills and competencies (or reasonable variation thereof) and/or other academic disciplines are taught and progress can be measured and document; or, 3) they have participated in structured learning experience, as described above, which combined learning off the job and on the job.

**Education-to-Work
Transition Activities**

Services that are designed to prepare and assist youth in moving from school to unsubsidized jobs. Such services include, but are not limited to counseling, skills training, literacy training, and vocational exploration.

Employability Skills

Includes world of work awareness, labor market knowledge, occupation information, career planning, decision-making, and job search techniques.

Follow-up Services

All youth must receive some form of follow-up services for a minimum duration of twelve (12) months after exit from the program. The types of follow-up services that may be provided include, but are not limited to:

- a. Leadership development activities
- b. Support Services
- c. Regular contact with a youth's employer, including assistance in addressing work-related problems
- d. Assistance in securing better paying jobs, career development and further education
- e. Work-related peer support groups
- f. Adult mentoring
- g. Tracking the progress of youth in employment After training

In-Kind Contribution

Cash or non-cash contributions provided by a Bidder from federal or non-federal sources to support a program. In-kind contributions must be separately itemized in the proposal and contract budgets and are subject to audit.

Low Income

An individual who:

- a. Receives or is a member of a family that receives cash welfare payments under a Federal, State or local welfare program;
- b. Has, or is a member of a family that has received a total family income for the six-month period prior to application, in relation to family size and location, that did not exceed the higher of
 1. The official poverty line as defined by the Department of Health and Human Services and revised annually in accordance with Section

673*2 of the Omnibus Budget Reconciliation Act of 1981, or

2. 70 percent of the lower living standard income level.
- c. Is receiving or has been determined eligible to receive, in the 6-months prior to application, Food Stamps, pursuant to the Food Stamp Act of 1977;
- d. Qualifies as a homeless individual under (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act;
- e. Is a foster child on behalf of whom state or local government payments are made; or
- f. Is an individual with a disability who meets the requirements of (1) and (2) above, but who is a member of a family that does not meet such requirements.

Occupational Skills Training Programs that combine workplace training with related instruction, which may include cooperative education programs; training for nontraditional employment; training programs by the private sector; skill upgrading and retraining, entrepreneurial training; job readiness training; and customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

NIWB Northern Indiana Workforce Board

Participant An individual who has been determined to be eligible for WIA services.

Post-Secondary Education Any education, training, or skills attainment program leading to a two-to-four year degree, certification, or skills training after a high school diploma or its equivalent has been earned.

RB Regional Board (Northern Indiana Workforce Board)

RFP Request for Proposal

RO Regional Operator (Workforce Development Group, Inc)

WDG Workforce Development Group, Inc

WIA Workforce Investment Act of 1998

Appendix II
WDG Staff Listing & Contact Information

Juan A. Manigault, President and CEO

Sherry L. Szmanda, Director of Policy and Systems Management

Workforce Development Group, Inc.
401 East Colfax Avenue, Suite 307
South Bend, IN 46617
Phone: 574-239-2380
Fax: 574-239-2386
Website: www.gotoworkone.com

Appendix III WIA Related Websites

U.S. Department of Labor www.dol.gov

Indiana Department of Workforce Development www.in.gov/dwd

WorkOne Region 2 www.gotoworkone.com

Catalog of Federal Domestic Assistance www.cfda.gov

Code of Federal Regulations www.dol.gov/dol/allcfr/cfr.htm

Indiana Code Table of Contents www.state.in.us/legislative/ic/code

National Center on Workforce and Disability www.onestops.info

American Government Services www.gstars.com/AGSWebsite2003.nsf

National Association of Workforce Boards www.nawb.org